

This is a set of instructions to request a **WCC Individual Placement** for the 2023-2024 WCC program year.

Organizations interested in crew time through WCC's Regular Cost-Share Program and/or WCC's Environmental Justice Pilot should review [the Partner with the WCC page](#).

## Background

The Washington Conservation Corps (WCC) was established by the state legislature in 1983 to conserve, rehabilitate, and enhance the state's natural and environmental resources while providing educational opportunities and meaningful service experiences for young adults and military veterans. WCC is housed within the Washington State Department of Ecology and provides field crews and individual placement members to complete projects in partnership with qualifying partners.

This is a solicitation for the 2023-2024 WCC program year which runs from Oct. 2, 2023 to Sept. 6, 2024.

## Individual Placements

An Individual Placement (IP) is a single AmeriCorps member serving within a host site organization to support volunteer recruitment, environmental education, environmental research and project management. Host site organizations can recruit for and select the IP.

IP activities must support environmental monitoring or research, environmental education, volunteer leadership, or physically improve the natural environment or expand recreational opportunities for the public.

Specific activities for IPs may include:

- Designing and conducting restoration projects
- Performing environmental monitoring and data collection
- Supporting environmental research through data analysis
- Leading volunteers on environmental projects
- Designing outreach material to recruit volunteers or support education programs
- Teaching children and adults

As an AmeriCorps program, WCC staff and members cannot participate in [AmeriCorps Prohibited Activities](#) (PDF) during work or service.

WCC only serves out of state in very limited circumstances. Contact Travis Weller, WCC Field Operations Manager, to discuss.

## Eligible Partners

WCC partners with registered 501(c)(3) non-profits or governmental organizations, including Tribal governments.

## For IPs, WCC Provides

- Recruitment, enrollment, and evaluation of AmeriCorps members
- Administrative services (payroll, insurance, etc.). WCC members are issued paychecks and receive benefits through Ecology.

- Cost-share from Ecology's state funding and an AmeriCorps grant
- Regular check-in and support from WCC Coordinator
- Formal training including at least 12 days of professional development for members.
- One AmeriCorps IP member for 11 months
- Gloves and rain gear, as needed for field-based IPs

### **Partner Organizations Provide**

- Cash matching funds
- Timely processing and payment of monthly invoices
- Site orientation and project-specific guidance, when and where applicable, at the start of new projects
- Administration of applicable permits for project completion
- Single point of contact for WCC coordination
- Feedback on WCC performance via partner survey provided by WCC upon project completion
- Diversity in projects to ensure well-rounded WCC member experience
- Specialized tools and PPE, when required
- Desk and regular access to email and phone

### **Rates**

Individual Placements: \$30,672/year

WCC's rates are based on a cost-share between WCC partners and Ecology. Amounts above are the partner's portion. Rates depend on Ecology's ability to provide funding. If funding from state or federal sources is withdrawn, reduced, or limited, Ecology may modify rates prior to issuing agreements. Rates are based on adoption of state appropriation and approval of our AmeriCorps funding.

### **Selection and Scoring**

Due to limited availability, not all requests will be selected. Applications are reviewed based on these priorities:

- Project details, diversity and quality
- Member development
- AmeriCorps and WCC mission alignment
- Organizational background
  - Security of funding, intent to partner for multiple years
  - New partner to enable WCC to partner with new organizations
  - Geographic diversity to expand WCC's presence in underserved parts of the state

### **Submitting an Application**

To submit an application, complete the online application available at this link:

[WCC Individual Placement Request for 2023-2024](#)

Review the application before beginning the online submission process. WCC strongly recommends preparing responses in advance and pasting them into the online application. If you are unable to complete an application online, answer the questions in PDF or Word and submit via email to [wccactivities@ecy.wa.gov](mailto:wccactivities@ecy.wa.gov).

Applications are due by noon on Thursday, May 4, 2023, for priority consideration. Current year (22-23 program year) partners do not need to submit an application. Talk with the IP Coordinator if you have questions.

## **After Submission**

After submission, WCC will send you a copy of your responses by email. This may take up to one week. If you wish to confirm the application was received, contact Travis Weller, WCC Field Operations Manager.

WCC will review applications in May 2023 and will notify applicants with a decision in June 2023.

## **Questions?**

Regarding this application, contact Travis Weller, [trwe461@ecy.wa.gov](mailto:trwe461@ecy.wa.gov)

Regarding the Individual Placement program, contact [Rachel Wendling](#) (564-669-3206).

Sample application below



## WCC Request for Individual Placement 2023-2024

### Introduction

This is the application for organizations to request a **WCC Individual Placement** position in the 2023-2024 WCC program year.

Organizations interested in crew time through WCC's Regular Cost-Share Program and/or WCC's Environmental Justice Pilot should review the [material at this link](#).

Before proceeding, review the instructions and sample application available on the [Individual Placement](#) page of WCC's website. WCC strongly recommends preparing your responses in advance and pasting them into this application.

If you are unable to complete an application via online survey, answer the questions in PDF or Word and submit via email to [wccactivities@ecy.wa.gov](mailto:wccactivities@ecy.wa.gov).

For questions regarding this application, contact:  
Travis Weller, WCC Field Operations Manager  
[trwe461@ecy.wa.gov](mailto:trwe461@ecy.wa.gov)

Applications are due by noon on Thursday, May 4, 2023, for priority consideration.

### Individual Placements

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## WCC Request for Individual Placement 2023-2024

### Application

Mobile users, switch to horizontal page-view orientation for ease of completion.

Boxes for open-ended questions can be resized in your browser.

Limit responses to open-ended questions to 1,000 characters (approx. 2 brief paragraphs) or less.

#### \* 1. Primary Contact

**Name of  
primary contact for  
this application**

**Email Address**

**Phone Number**

#### \* 2. Organization Info

**Organization Name**

**Primary Business  
Address**

**Address 2**

**City/Town**

**State/Province**

**ZIP/Postal Code**



## WCC Request for Individual Placement 2023-2024

### Individual Placements

3. Provide a general summary of the role the Individual Placement (IP) member will play in your organization.

Please limit response to 50 words or less. Example: leading education events, etc.

4. For each month below, predict the IP's activities during that month. Indicate changes in activities by season to ensure the IP will have sufficient projects year-round.

October	<input type="text"/>
November	<input type="text"/>
December	<input type="text"/>
January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<input type="text"/>
July	<input type="text"/>
August	<input type="text"/>
September	<input type="text"/>

5. Provide details about the IP's office location. Describe the site's accessibility, parking for personal vehicles, access to basic facilities (such as restrooms).

6. We expect staffing changes may take place at a host site during a service term. Please describe how you and your teams will ensure support for the IP in completing their projects without displacing or taking on the work of regular employees.



## WCC Request for Individual Placement 2023-2024

### Member Development

7. In addition to skills gained through completing your project(s) and daily tasks, describe any additional professional development and educational enrichment activities that your organization will provide to the WCC IP.

8. Describe your organization's plan to present introductory information about your organization and a site or project specific orientation so that the IP understands targeted outcomes for project activities.





## WCC Request for Individual Placement 2023-2024

### AmeriCorps and WCC Mission Alignment

9. Describe how the IP activities align with WCC's mission of improving Washington's natural resources or expanding recreation opportunities, while providing meaningful service opportunities to young adults and military veterans.

10. WCC prioritizes projects that support vulnerable communities. Please describe whether the proposed IP activities will mitigate environmental harms for overburdened communities.

"Environmental harm" is defined as the health impacts caused by exposure to pollution, adverse environmental effects, loss of ecosystem functions and health and economic impacts of climate change.

"Overburdened communities" is defined as a geographic area where vulnerable populations face combined environmental harms and health impacts.

If this is not applicable, enter N/A.

11. As an AmeriCorps program, WCC requires that our partners assist in outreach efforts as we strive to offer equitable access to service opportunities. Describe how your organization will assist WCC with outreach and recruitment.

Example: posting recruitment fliers at service locations, distributing recruitment announcements in your networks, etc.

12. WCC is required by our authorizing legislation to provide emergency response services (RCW 43.220). When disasters occur, there is often little warning. WCC's disaster response efforts may impact our ability to provide partner organizations with support at the time scheduled. WCC always attempts to accommodate our partner organizations, whenever possible. Partner organizations are not responsible for costs associated with disaster deployment, unless the organization originates the activation.

Describe your organization's ability and willingness to assist WCC with our mission of responding to disasters. Help WCC prepare in advance by sharing any specific times when your project(s) have limited or no flexibility (e.g. permit windows, annual plant sales, fish windows, construction limitations, etc.)



## WCC Request for Individual Placement 2023-2024

### Final Questions

13. Please predict the source of funds for your portion of the cost-share (e.g. federal, state, grant). Please specify whether the funding is tentative or secured.

14. WCC's AmeriCorps funding is secured in three year increments. The 2023-24 program year is the second year of our three year funding cycle. Are you interested in continuing the partnership through the remainder of our three year funding cycle?

- ☐ Yes, if selected, my organization is interested in partnering with WCC for the remainder of the funding cycle, through September 2025.
- ☐ No, my organization is only seeking an IP for the 2023-2024 service year at this time.

15. Is there anything else you'd like to share?



## WCC Request for Individual Placement 2023-2024

### Conclusion

**You have reached the end of the application. To submit your application, make sure to select SUBMIT button below.**

**Thank you for your interest in partnering with WCC. WCC will notify applicants with a decision in June 2023.**